



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EQUINE OPERATION COORDINATOR

Job Number: 20000546

Job Code: 15210V000101

Job Group: 1500 - PARKS AND RECREATION

Job Established: 11/01/1986

Job Revised: 10/16/2006

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates and performs the work of equine workers and/or interim employees in one or more areas of the equine operations at the Kentucky Horse Park; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years experience working with horses.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Successful completion of the Kentucky Horse Park Equine Management Program will substitute for six months of the required experience.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates the daily work schedule of equine workers and/or tour guides. Coordinates Parade of Breeds and is responsible for riders and appropriate costuming. Provides tourists with information about the Kentucky Horse Park and various breeds of horses. Responsible for the feeding and care of various breeds of horses in the breeds barn. Assists in training staff. Acts in capacity of supervisor in supervisor's absence. Responsible for coordinating with maintenance department such activities as cleaning stalls, etc.

UNIQUE PHYSICAL REQUIREMENTS:

Requires lifting of up to 125 pounds. Mucks stalls and other physical duties required in the operation of a horse farm.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works primarily in barns and outdoors in the handling, riding and/or driving of horses. Will be exposed to all weather conditions as well as mold, mildew and insects. Assists in training horses. Operates farm machinery including trailers, spreaders, mowers, tractors and muck wagons.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.